

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 36-2805**



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Personnel

**ANNUAL AND QUARTERLY AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AFD 36-28, *Air Force Awards and Decorations Program* and AFI 36-2805, *Special Trophies and Awards*. It establishes policies and procedures for the 17th Training Wing (17 TRW) quarterly and annual award programs which are designed to recognize outstanding Company Grade Officers (CGOs), Senior Noncommissioned Officers (SNCOs), Noncommissioned Officers (NCOs), junior enlisted members, Honor Guard members, Joint Services military personnel, and civilian employees assigned or attached to Goodfellow Air Force Base (GAFB). This instruction also recognizes outstanding units and the outstanding dorm room. It prescribes the eligibility, categories, criteria, and format for nominations, as well as the selection process. This instruction applies to all permanent party personnel assigned to or under the administrative control of the Goodfellow Civilian Personnel Section. It does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. See glossary for references and supporting information. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records* and disposed of according to the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This interim change adds and describes the use of GOODFELLOWAFB Form 32, Certificate of Recognition.

1. Program Overview.

1.1. General. Establishes procedures for 17th Training Wing Awards Program and applies to all military personnel permanently assigned to 17 TRW and GAFB. 17 TRW civilian personnel guidance is listed in GOODFELLOWAFBI 36-1001, *Civilian of the Quarter and Civilian of the Year Awards Program*. Personnel on temporary duty (TDY) to 17 TRW units are NOT eligible to participate. 17 TRW and geographically separated units (GSU) compete as part of their assigned groups. Each joint service assigned to GAFB administers their own awards programs; however, their outstanding personnel will be recognized during the quarterly and annual recognition programs, and will compete in the Team Goodfellow Awards.

1.2. Purpose of the Program. To recognize deserving personnel for appropriate award based on outstanding accomplishments during a specific award period.

1.3. Recognition Ceremonies. Nominees and winners are recognized at quarterly awards ceremonies and annual awards ceremonies. Attendance is mandatory for all nominees unless TDY, deployed, or assigned to a GSU and cannot attend. Attendance is encouraged for commanders, chiefs, first sergeants, supervisors, family members, and friends. The 17th Training Wing Command Chief (17 TRW/CCC) provides guidance for the 17th Training Wing Awards Program. The 17 TRW/CCC coordinates with 17th Training Wing Protocol (17 TRW/CCP) for award arrangements including script, emcees, procedures, and awards procurement/engraving.

1.3.1. GOODFELLOWAFB Form 32, *Certificate of Recognition*, may be used in lieu of engraved plaques for all quarterly and annual awards winners.

1.4. Publicity of Recognition Programs. 17 TRW/PA provides appropriate program publicity.

1.5. Civilians are considered supervisory if the Office of Personnel Management (OPM) Classification Standards apply and the nominee is officially coded (using the Department of Defense code) as a supervisor in the Defense Civilian Personnel Data System (DFCPD).

2. Award Categories.

2.1. Quarterly Award Categories (each is “of the Quarter”).

2.1.1. Enlisted Categories.

2.1.1.1. Airman (AMN) (E-1 through E-4).

2.1.1.2. Noncommissioned Officer (NCO) (E-5 through E-6).

2.1.1.3. Senior Noncommissioned Officer (SNCO) (E-7 through E-8).

2.1.1.4. Officer Category. Company Grade Officer (CGO) (O-1 through O-3).

2.1.1.5. Honor Guard Category. Member (any Air Force rank).

2.1.1.6. Unit. Unit (Squadron at least 25 personnel, with unit guidon).

- 2.1.1.7. Dorm Room. (Air Force permanent party personnel dormitory room).
- 2.1.2. Volunteer Category: Any civilian, spouse, or active duty member who has volunteered on Goodfellow AFB.
- 2.1.3. Air Force Military. Member will compete in the rank category held majority of the quarter.
- 2.1.4. Team Goodfellow Award Categories.
 - 2.1.4.1. Joint Services Categories.
 - 2.1.4.2. Junior Enlisted E-1 through E-4 (Non-NCO/PO).
 - 2.1.4.3. NCO E-4 through E-6* NCO/PO.
 - 2.1.4.4. SNCO E-7* through E-8.
 - 2.1.4.5. Unit (Guidon bearing units only).
 - 2.1.4.6. Dormitory (All dormitories, student and permanent party, on Goodfellow AFB proper) and Presidio of Monterey Dormitory (USAF student dormitories only).
 - 2.1.4.7. *USMC E-6 can compete in either category but not both.
- 2.2. Annual Award Categories (each is “of the Year”). Member will compete in the rank held majority of the year for annual awards.
 - 2.2.1. Air Force Military Categories.
 - 2.2.1.1. Enlisted Categories.
 - 2.2.1.1.1. Airman (AMN) (E-1 through E-4).
 - 2.2.1.1.2. Noncommissioned Officer (NCO) (E-5 and E-6).
 - 2.2.1.1.3. Senior Noncommissioned Officer (SNCO) (E-7 and E-8).
 - 2.2.1.2. Officer Category: Company Grade Officer (CGO) (O-1 through O-3).
 - 2.2.1.3. Honor Guard Categories: Member (any Air Force rank).
 - 2.2.1.4. Unit: Squadron at least 25 personnel with unit guidon.
 - 2.2.1.5. First Sergeant: Member must have served in the position of First Sergeant and held the SDI 8F000 for at least 6 months during the award period.
 - 2.2.1.6. Volunteer Category: Any civilian, spouse, or active duty member who has volunteered on Goodfellow AFB.
 - 2.2.1.7. Key Spouse.
 - 2.3. Team Goodfellow Categories: USMC E-6 can compete in either Service Member or Senior Service Member category but not both.
 - 2.3.1. Junior Service Member E-1 through E-4 (Non-NCO/PO).
 - 2.3.2. Service Member E-4 through E-6 NCO/PO.
 - 2.3.3. Senior Service Member E-7 through E-8.
 - 2.3.4. Joint Service Color Guard Member E-1 through E-8.

2.3.5. Volunteer Category.

3. Specific Responsibilities.

3.1. 17 TRW/CC (Wing Commander).

- 3.1.1. Has complete authority for the 17 TRW Awards Program.
- 3.1.2. Has final approval for release of quarterly and annual award winners.
- 3.1.3. Participates in award functions as appropriate.
- 3.1.4. Determines format for CGO board. (May delegate to 17th Training Wing Vice Commander [17 TRW/CV].)

3.2. 17 TRW/CV.

- 3.2.1. Performs duties normally reserved for 17 TRW/CC in wing commander's absence.
- 3.2.2. Presides over CGO, civilian and Unit boards.

3.3. 17 TRW/CCC.

- 3.3.1. Administers 17 TRW Awards Program for 17 TRW/CC.
- 3.3.2. Establishes awards program wing suspense; must approve any changes.
- 3.3.3. Delegates responsibilities to 17 TRW/CCP to coordinate wing-level quarterly/annual ceremony dates with Goodfellow Event Center.
- 3.3.4. Determines board format for enlisted recognition boards.
- 3.3.5. Receives or delegates reception of awards nomination packages from group and wing staff superintendents.
- 3.3.6. Distributes or delegates distribution of enlisted award nomination packages to appropriate board members. Distributes officer, civilian, and unit award packages to 17 TRW/CV for distribution to the appropriate board members. Packages are electronic and include instructions, AF IMT 1206 nominations, and score sheets with standard scoring criteria.
- 3.3.7. Notifies or delegates notification of selected board members of the location and time of each board.
- 3.3.8. Presides as president of wing-level enlisted annual awards boards.
- 3.3.9. Compiles and forwards total board results to 17 TRW/CC for final approval. Results package (hard copy) contains president's board results letter and overall board scores.
- 3.3.10. Forwards 17 TRW annual award nominations (electronically) to 2 AF CCEA. Nominations consist of AF IMT 1206, plus additional documents as specified by 2 AF for each nominee. Categories are AMN, NCO, SNCO, CGO, Civilian Category I and II, Civilian Supervisor Category I and II, Honor Guard Member, Honor Guard Program Manager, and First Sergeant.

3.4. Group (17 TRG, 17 MSG, 17 MDG, 517 TRG) and Wing Staff.

3.4.1. Establishes group and wing staff nomination package suspenses. Informs subordinate units of suspense.

3.4.2. Encouraged to submit one nominee per category to 17 TRW/CCC by wing suspense dates. Ensures nomination packages are accomplished in accordance with prescribed standards outlined herein.

3.4.3. Group and wing staff superintendents will provide one NCO for the Airman board, one SNCO for the NCO board, and one CMSgt for the SNCO board. 17 TRW/CCC presides over all annual boards and serves as president of the annual SNCO board. The president for each board will rotate responsibilities between the four 17 TRW groups as follows:

3.4.3.1. 1st Qtr – 17 TRG.

3.4.3.2. 2nd Qtr – 517 TRG.

3.4.3.3. 3rd Qtr – 17 MSG.

3.4.3.4. 4th Qtr – 17 MDG.

3.5. Joint Services (Army, Marine, Navy).

3.5.1. Provides service winners and packages to 17 TRW/CCC by wing suspense dates.

3.5.2. 17 TRW/CCC will serve as board president for Team Goodfellow Enlisted Quarter/Year boards and voting members of the board will consist of each service senior enlisted leader or designated E8 or E9 representative.

3.6. Public Affairs (17 TRW/PA).

3.6.1. Provides appropriate program publicity.

3.7. Company Grade Officer (CGO) Board Members: (Group CCs or designated representatives, and ranking Wing Staff Officer, other than 17 TRW/CV).

3.7.1. Judge CGO, civilian and unit nominations.

3.7.2. Compile and forward total board results to 17 TRW/CC for final approval.

3.8. Dorm Room of the Quarter Panel:

3.8.1. Consists of group commanders and group superintendent representing each group.

3.8.2. Inspects nominated rooms of permanent-party personnel for Dorm Room of the Quarter.

3.8.3. Selects the most outstanding Dorm Room of the Quarter for their groups and forwards nominees to 17 TRW/CC or designated representative for final selection.

3.9. Dormitory of the Quarter Panel.

3.9.1. Consists of group commanders and group superintendents representing each group.

3.9.2. Inspects permanent-party and student dormitories for Dormitory of the Quarter.

3.9.3. Selects the three most outstanding dormitories and forwards the nominees to 17 TRW/CC or designated representative for final selection.

3.10. Honor Guard NCOIC/Program Manager.

3.10.1. Delegates submission of packages to Honor Guard flight leaders.

3.10.2. Honor Guard OIC and NCOIC will preside over selection board.

3.10.3. Forward nominee selection to 17 TRW/CC for final approval.

4. Nomination Procedures.

4.1. General Information.

4.1.1. Submit nominations utilizing latest AF IMT 1206 version at time of submission.

4.1.2. Submit nominations in bullet format. Key criteria are action, impact, and result of nominee's accomplishments.

4.1.3. Bullets must pertain to the applicable award period only. An exception would be an individual selected for an award announced at a later date. For example, individual selected as 2009 Education Training Manager of the Year with award announced in April; therefore, this information could be included in 2nd quarter submission.

4.1.4. If acronyms/abbreviations are used on the AF IMT 1206, you must add a legend of the acronyms/abbreviations to the bottom of the AF IMT 1206.

4.1.5. All nomination packages are due to the wing (17 TRW/CCC or designated representative) by the close of business on suspense date. Late packages are NOT accepted.

4.1.6. Nominee(s) must be in compliance with Air Force personal appearance and fitness program standards during the award period.

4.2. Quarterly Award Submissions.

4.2.1. Quarterly award periods are based on calendar year quarters – 1st Qtr (1 Jan – 31 Mar), 2nd Qtr (1 Apr – 30 Jun), 3rd Qtr (1 Jul – 30 Sep), and 4th Qtr (1 Oct – 31 Dec).

4.2.2. Nominations will be 13 lines, including the three headings, as follows: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT, and UNIT, BASE, AND COMMUNITY INVOLVEMENT.

4.2.3. Honor Guard nominations will be 7 lines, including the two headings, as follows: LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES and SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS AND OPS.

4.2.4. Unit nominations will consist of 12 lines, including two headings, as follows: UNIT SUCCESS AT CORE MISSION ACCOMPLISHMENT and UNIT, BASE, and COMMUNITY INVOLVEMENT.

4.2.5. Volunteer nominations will be 10 lines, with no headers.

4.2.6. Dorm room nominations will be submitted by group commanders to 17 TRW/CCC or designated representative.

4.3. Annual Award Submissions.

4.3.1. Annual competition is separate from quarterly competition. Quarterly award winners are NOT automatic nominees for annual awards; conversely, annual award nominees are not required to have won a quarterly award. Submit separate nomination packages for annual awards.

4.3.2. Annual award period is based on a calendar year (1 Jan – 31 Dec).

4.3.3. All nominations (with the exception of Unit, Honor Guard and Volunteer) will be 30 lines, including the three headings, as follows: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT, and BASE AND COMMUNITY INVOLVEMENT.

4.3.4. Honor Guard nominations will be 30 lines, including the two headings, as follows: LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (with 20 lines of text) and SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS AND OPS (with eight lines of text).

4.3.5. Unit nominations will consist of one full page (front-side of AF IMT 1206), including two headings, as follows: UNIT SUCCESS AT CORE MISSION ACCOMPLISHMENT, and UNIT, BASE, AND COMMUNITY INVOLVEMENT.

4.3.6. Volunteer nominations will be 20 lines, with no headers.

4.3.7. Some nominations are submitted in accordance with 2 AF or AETC guidance and may require additional documents. See specific instructions accompanying annual “Call for Submissions” from 2 AF or AETC.

5. Quarterly/Annual Board Processes.

5.1. AMN, NCO, SNCO of the Quarter/Year.

5.1.1. 17 TRW/CCC determines board format each quarter. Score sheet used for wing-level competition is shown in Attachment 3. Score is weighted and tallied; 60% Leadership and Job Performance in Primary Duty, 20% Significant Self-Improvement, 20% Base and Community Involvement.

5.1.2. 17 TRW/CCC distributes enlisted award nomination packages to appropriate board members. Provides officer award packages to 17 TRW/CV for distribution to appropriate board members. Packages are sent electronically and include instructions, AF IMT 1206 nominations, and score sheets with standard scoring criteria.

5.2. CGO of the Quarter/Year.

5.2.1. 17 TRW/CV determines board format each quarter. Score sheet used for wing-level competition is shown in Attachment 3. Score is weighted and tallied; 60% Leadership and Job Performance in Primary Duty, 20% Significant Self-Improvement, 20% Base and Community Involvement. Group commanders (or designated Field Grade Officer representatives) serve as board members; the 17 TRW/CV serves as board president.

5.3. Civilian, CGO and Unit of the Quarter/Year.

5.3.1. CGO board members will also judge civilian and unit nominations as part of their deliberations.

5.3.2. See GOODFELLOWABI 36-1001 for specific instructions for scoring outstanding civilian nomination packages.

5.3.3. The 17th Training Wing recognizes Squadron of the Quarter and Squadron of the Year winners with streamers designating what time period the award covers. Quarterly and annual award streamers will be displayed on guidons for a one-year period only. The winner of the Unit of the Quarter will display the streamer on their guidon from the date of presentation until the Unit of the Quarter for the same quarter (i.e. 1st, 2d, 3d or 4th) the following year is announced. At this point, the quarterly streamer for that quarter from the previous year must be removed from the guidon. Likewise, the Squadron of the Year streamer will be displayed on the winner's guidon from date of presentation until the Squadron of the Year for the following year is announced. At this point, the previous year's Squadron of the Year streamer must be removed from the guidon. These streamers cannot be displayed on the guidon at formal military events, i.e. change of command parades, Veteran's Day parades, etc. The streamers can be displayed on the guidon at the Stars and Stripes Promotion Ceremony and events where there is competition, i.e., wing run, sports day, etc.

5.4. Honor Guard Member of the Quarter/Year.

5.4.1. 17 TRW/CCC or designated representative, distributes award nomination packages to appropriate board members. Packages are sent electronically and include instructions, AF IMT 1206 nominations, and score sheets with standard scoring criteria.

5.5. Dorm Room of the Quarter.

5.5.1. Each group commander will nominate one permanent-party dormitory room for consideration as the "Dorm Room of the Quarter".

5.5.2. Each nominated dorm room will be inspected by CC, CV, and CCC (or their designated representatives).

5.6. Dormitory of the Quarter.

5.6.1. Each group and each service unit assigned to Goodfellow AFB may nominate one permanent-party or student dormitory for consideration as Dormitory of the Quarter. Nominated dormitories will be inspected by CC, CV, and CCC (or their designated reps).

5.6.2. Each USAF squadron assigned to the Presidio of Monterey may nominate one student dormitory for consideration as Presidio of Monterey USAF Dormitory of the Quarter. Nominated dormitories will be inspected by the 517 TRG/CC (or designated representative) and the 517 TRG/CCC (or designated representative), using a standardized inspection checklist optimized for use at the Presidio of Monterey.

MARK T. DAMIANO, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Air Force Awards and Decorations Program*, 1 August 1997

GOODFELLOWAFBI 36-1001, Civilian of the Quarter and Civilian of the Year Awards Program, 15 August 2012

Adopted Form

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF IMT 1206, *Nomination for Award*, 1 July 2000

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AMN—Airman

ANG—Air National Guard

CGO—Company Grade Officer

DOD—Department of Defense

GSU—Geographically Separated Unit

NCO—Noncommissioned Officer

RDS—Records Disposition Schedule

SNCO—Senior Noncommissioned Officer

Attachment 2**SCORING PROCEDURES FOR SELECTION BOARDS**

A2.1. Each board member and board president will score each nominee's AF IMT 1206.

A2.1.1. Assign a score for each heading using score sheet provided.

A2.1.2. Add points for each heading to determine total points for each nominee.

A2.2. Each board member will then rank order nominees based on total score.

A2.3. On the Master Score Sheet, the board president will annotate each board member's ranking of the nominees.

A2.4. The rankings will then be added, and the nominee with the lowest score will be the winner. In the event of a tie, the board President will determine the winner. The board President will only vote in the event of a tie.

A2.5. Board members must sign their individual score sheet and the board president must sign the Master Score Sheet indicating verification of board results.

A2.6. All score sheets will be returned to the 17 TRW/CCC upon completion of board.

A2.7. Board members will not discuss or disclose results of the board outside the selection board room until after the recognition ceremony.

Attachment 3

MASTER SCORE SHEET

Board Category: AMN/NCO/SCNO/CGO	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:		
	Leadership & Job Performance	Significant Self- Improvement	Base and Community Involvement	AF IMT 1206's Total Points	Final Rank Order
NOMINEE RANK/NAME	15 points	5 points	5 points	Max of 25 points	1st – 4th
Board Member's Signature		Date:			
Board Category: AMN/NCO/SCNO/CGO	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD PRESIDENT:		
Board Members				TOTALS	COMBINED TOTAL (If Needed)
NOMINEE RANK/NAME					
Board President's Signature		Date:			
Board Category: Honor Guard Member	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:		

	Leadership & Job Performance in Honor Guard Duties	Significant Self-Improvement to Military Funeral Honors and Operations	AF IMT 1206's Total Points	Final Rank Order	
NOMINEE RANK/NAME	7 points	3 points	Max of 10 points	1st – 4th	
Board Member's Signature		Date:			
Board Category: Honor Guard Member	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD PRESIDENT:		
Board Members			TOTALS	COMBINED TOTAL (If Needed)	Final Rank
NOMINEE RANK/NAME					
Board President's Signature		Date:			
TEAM Goodfellow Board Categories: Jr Service Member/ Service Member/ Sr Service Member	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:		
	Leadership & Job Performance	Significant Self-Improvement	Base and Community Involvement	AF IMT 1206's Total Points	Final Rank
NOMINEE RANK/NAME	15 points	5 points	5 points	Max of 25 points	1st – 4th

Board Member's Signature				Date:		
TEAM Goodfellow Board Categories: Jr Service Member/ Service Member/ Sr Service Member	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD PRESIDENT:			
Board Members				TOTALS	COMBINED TOTAL (If Needed)	Final Rank
NOMINEE RANK/NAME						
Board President's Signature				Date:		
TEAM Goodfellow Board Category: Joint Service Color Guard member	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:			
	Leadership & Job Performance in Honor Guard Duties	Significant Self- Improvement to Military Funeral Honors and Operations	AF IMT 1206's Total Points		Final Rank	
NOMINEE RANK/NAME	7 points	3 points	Max of 10 points		1st-3rd	
Board Member's Signature				Date:		
TEAM Goodfellow Board Category: Joint Service Color Guard member	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD PRESIDENT:			
Board Members				TOTALS	COMBINED TOTAL	Final

					(If Needed)	Rank
NOMINEE RANK/NAME						
Board President's Signature			Date:			
Board Category: Volunteer	RECOGNITION PERIOD:	BOARD DATE:		NAME OF BOARD PRESIDENT:		
Board Members				TOTALS	COMBINED TOTAL (If Needed)	Final Rank
NOMINEE RANK/NAME						
Board President's Signature			Date:			

Board Category: Volunteer	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:	
	Base and Community Involvement	AF IMT 1206's Total Points		
NOMINEE RANK/NAME	10 points	Max of 10 points		
Board Member's Signature		Date:		